CADD/GIS Technology Center
Army Engineer Research & Development Center (ERDC)
Workshop Payment Instructions

1. Department of Defense (DoD) - DoD employees attending the workshop must provide an approved DD Form 1556. Payment may be made with a credit card, by completing and mailing (or faxing to number 601-634-4584) the "ERDC Credit Card" payment form to the workshop POC. In order to be "confirmed" for attendance, a copy of the approved DD Form 1556 should be provided to the workshop POC at fax number 601-634-4584. Typically, tuition payments are not processed until after the workshop.

The DD Form 1556 should be filled out as follows:

Line 19a. Army Engineer Research and Development Center

Line 19b. CADD/GIS Technology Center
CEERD-ID-C (Laurel Gorman)
3909 Halls Ferry Road
Vicksburg, MS 39180-6199

2. Federal Government – Other federal government employees attending the workshop may pay the tuition with either a credit card or government check. Payment may be made with a credit card, by completing and mailing (or faxing to number 601-634-4584) the "ERDC Credit Card Payment Form" to the workshop POC. In order to be "confirmed" for attendance, a copy of the check or completed "ERDC Credit Card Payment Form" should be provided to the workshop POC at fax number 601-634-4584. Typically, payments are not processed until after the workshop.

3. State & Local Government – State and local government employees attending the workshop may pay the tuition with either a credit card or government check. Payment may be made with a credit card, by completing and mailing (or faxing to number 601-634-4584) the "ERDC Credit Card Payment Form" to the workshop POC. In order to be "confirmed" for attendance, a copy of the check or completed "ERDC Credit Card Payment Form" should be provided to the workshop POC at fax number 601-634-4584. Typically, payments are not processed until after the workshop.

4. Contractors & Vendors – Contractor and vendor employees attending the workshop must pay the tuition with a credit card. Payment may be made with a credit card, by completing and mailing (or faxing to number 601-634-4584) the "ERDC Credit Card Payment Form" to the workshop POC. In order to be "confirmed" for attendance, a copy of the check or completed "ERDC Credit Card Payment Form" should be provided to the workshop POC at fax number 601-634-4584. Typically, payments are not processed until after the workshop.